

## **POLICE SERGEANT**

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### **DEFINITION**

To have responsible charge of police field and/or office operations on an assigned shift; and to supervise and personally perform investigation, patrol and administrative duties.

### **EQUIPMENT, METHODS AND GUIDELINES**

Operates computer-aided dispatch (CAD) telecommunications system such as radio, telephone computer and other electronic equipment. Uses Federal, State and local laws, policies, procedures and practices.

### **WORKING CONDITIONS**

Predominantly outside work. Willingness and ability to work rotating shifts (including nights), weekends, holidays and overtime as required.

### **PHYSICAL DEMANDS**

No serious color vision deficiency. Have vision of not less than: 20/100 in each eye correctable to 20/30. Normal hearing in both ears without correction. Be free of disabling physical conditions or diseases which interfere with performance of police work. Have weight in proportion to height. Be emotionally stable and mature. Possess strength and physical ability necessary to perform duties of police officer.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from a Police Lieutenant or higher level police management class.

Exercises supervision of sworn and non-sworn personnel.

### **EXAMPLES OF DUTIES**

Duties may include, but are not limited to, the following:

As a Patrol Sergeant, to supervise law enforcement field activities during an assigned shift; supervise patrol officers and non-sworn personnel; investigate traffic accidents; monitor citations issued; analyze traffic law enforcement needs and perform a variety of other traffic law enforcement duties.

As in Investigations Sergeant, supervise and personally conduct complete and detailed investigation of general and specialized crimes; review all investigation reports and make recommendations and suggestions to officers; coordinate investigations involving several officers.

As a Services Sergeant, supervise the activities of the Department's records and

communications system; supervise and evaluate non-sworn personnel; supervise the maintenance of the Department's computer system.

Maintain discipline and ensure that Department rules and policies are followed.

Supervise and assist officers in follow-up investigations including the gathering of evidence, questioning of witnesses, and apprehension of suspects.

Participate in all normal shift activities as assigned including enforcing local and state laws; may issue citations, make arrests and transport prisoners.

Supervise and participate in preparation of reports in cases for trial and personally appear in court to present evidence and testimony, as required.

Confer with prosecutors and maintain contact with other law enforcement agencies.

Review reports submitted by officers.

Conduct in-service training.

Prepare reports of shift activity.

May interview victims complainants, witnesses and suspects.

Coordinate major crime, accident, and disaster scenes.

Prepare press releases; confer with the news media.

May prepare investigation reports.

May testify and present evidence in court.

Contact and cooperate with other law enforcement agencies in matters relating to the investigation of crimes and the apprehension of offenders.

Supervise booking procedures and record keeping regarding prisoners.

Respond to citizen complaints and requests for information.

Supervise the Department's Crime Prevention and Youth Services Program.

Analyze and synthesize a variety of data concerning Departmental activities and prepare reports and statistics.

Prepare budget recommendations; may monitor division expenditures.

Conduct background investigations for prospective employees.

Supervise, train and evaluate assigned staff.

Attend community service organization meetings and make presentations.

Perform related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of**

Police methods and procedures including patrol, crime prevention, traffic control, investigation and identification techniques and equipment, police records and reports and first aid techniques.

Department rules and regulations.

Criminal law with particular reference to the apprehension, arrest, and custody of persons committing misdemeanors and felonies, including rules of evidence pertaining to the search and seizure and the preservation of evidence in traffic criminal cases.

Principles and practices of supervision, training and performance evaluation.

### **Ability to**

Supervise, schedule, train and evaluate subordinates.

Gather, assemble, analyze, evaluate and use facts and evidence.

Analyze situations and adopt effective courses of action.

Interpret and apply laws and regulations.

Communicate clearly and concisely, orally and in writing.

Use and care for firearms.

Administer first aid.

Demonstrate keen powers of observation and memory.

Meet the physical requirements necessary to safely and effectively perform the assigned duties.

## **EXPERIENCE AND EDUCATION**

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities

would be:

**Experience**

Five years of experience at the level of Police Officer with at least three years with the Department.

**Education**

An Associate of Arts degree in police science, public administration or a related field.

**LICENSE OR CERTIFICATE**

Possession of a P.O.S.T. Intermediate Certificate.

Possession, or ability to obtain, an appropriate California driver's license.